



State of Wisconsin

Department of Administration

Employee Self Service

Sabbatical / Cash Pay Elections

Job Aid

Version 6.0

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Version History

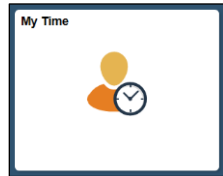
Version	Date	Editor	Description
1.0	10/31/17	Kathy Niceschwander	Initial draft
2.0	10/26/18	Stacie Happel	2018 Sabbatical update
3.0	11/04/19	Stacie Happel	2019 Sabbatical update
4.0	10/21/20	Brenda Williams	2020 Sabbatical update
5.0	11/12/21	Brenda Williams	2021 Sabbatical update
6.0	10/12/22	Brenda Williams	2022 Sabbatical update



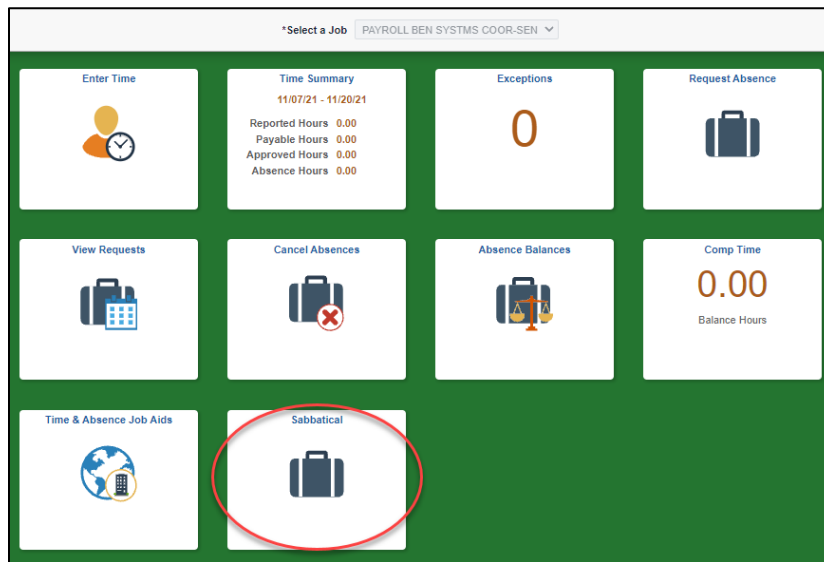
CHECK YOUR ELIGIBILITY

Information for your Sabbatical and/or Cash Pay eligibility is available through Employee Self Service (ESS).

1. Navigate to ess.wi.gov and click on the “My Time” tile on your ESS home screen.



2. Click on the “Sabbatical” tile:



3. To review the hours, you are eligible to convert, click on the “Sabbatical Eligibility” tile:



Sabbatical Eligibility

2022 Sabbatical Eligibility

Empl ID [REDACTED]

Eligibility Details						
Record	Job Code Description	Department	As Of	Vacation Balance	Eligible Sabbatical Hours	Eligible Cash Hours
1	0 [REDACTED]	[REDACTED]	09/24/2022	207.000000	120.000000	40.000000

• Deadline to submit your Election is **Wednesday, December 7, 2022.**

• **NOTE:** The "Vacation Balance" field indicated above is based on your available balance as of October 8, 2022. Any vacation takes entered after this date are not included.

Note:

- ✓ Election period November 16 through December 7, 2022.
- ✓ Once the election period is closed, you will not be able to make an election through ESS. You will receive a message “There currently is not an opportunity to make a Sabbatical and/or Cash election(s). Please contact your payroll department if you have questions.”
- ✓ Election must be made in whole hours; partial hours are not allowed.
- ✓ Election cannot exceed the eligible hours shown or your available Vacation balance at the time of your submission.
- ✓ Eligible Cash Hours are a portion of your Eligible Sabbatical Hours; they are not additional hours.
- ✓ Election must be forecasted before they can be submitted.
- ✓ Election with a Forecast Error cannot be submitted. You must fix the error, re-forecast and submit. If you need assistance, please contact your payroll department.

Sabbatical

Sabbatical Eligibility	Sabbatical Election Entry	Sabbatical Confirmation Statmt	Sabbatical Job Aids
			

The screenshot shows the 'Request Absence' web application. The browser address bar displays the URL: https://hr-pstrut.wgco.gov/jsp/hrs/EMPLOYEE/HRMS/HRGA_EMPLOYEE_FL_HGA_SS_REQ_FLU/DEL?Page=HGA_SS_REQ_FLU&Action=6. The page title is 'Request Absence'. Below the title, there are fields for 'Name' and 'Email ID', both of which are redacted with black boxes. Below these fields, there is a text label 'Abs. Type: ACROLL 850-3-0740 0305-02N' and a button labeled 'Email Request'. On the right side of the page, there is a blue button labeled 'Submit'. The main content area is titled 'Absence Reason' and contains a dropdown menu. The dropdown menu is open, showing a list of absence reasons. The 'Sick Leave' option is highlighted with a red rectangular box. The list of options includes: Family Leave Act, Leave without Pay Leave, Legal Holiday, Military Annual Leave, Military Leave - 30 Days, Military Leave Paid, Military Unpaid Leave, Sick Leave, Vacation, and Workers Comp Leave Without Pay.

Sabbatical

Request Absence

Name [REDACTED]

Emp ID [REDACTED]

Job Title PAIDROLL BEN 21STMS COOR-BEN

Emp Record 0

NOTE: Your entries for Sabbatical election and Cash Pay election must be in whole hours. Minutes will not be processed/accepted.

*** NOTE: The combined total of your Sabbatical election and Cash Pay election cannot exceed the total indicated in the "Eligible Sabbatical Hours" below. The amount shown for Cash Pay is not an additional amount but rather a portion of the total for which you are eligible.

Changes to your Vacation balance could impact the actual number of hours processed.

*Absence Name Sabbatical Election

*Start Date 12/18/2021

Eligible Sabbatical Hours 120.000000

Eligible Cash Hours 40.000000

Forecast Balance

Additional Information

SABBATICAL HRS - whole hrs only

CASH PAY HRS - whole hrs only

Comments

Balance Information

As Of 07/31/2021 144.71 Hours**

View Balances

View Requests

Disclaimer: The current balance does not reflect absences that have not been processed.



The Request Absence screen will update with the correct start date of 12/17/2022, Eligible Sabbatical and Cash Hours and available vacation balance.

Changes to your Vacation balance could impact the actual number of hours processed.

*Absence Name: Sabbatical Election

*Start Date: 12/17/2022

Eligible Sabbatical Hours: 120.000000

Eligible Cash Hours: 40.000000

Forecast Balance

Additional Information

SABBATICAL HRS - whole hrs only

CASH PAY HRS - whole hrs only

Comments

Balance Information

As Of 09/10/2022 207.00 Hours**

View Balances

3. Enter the total number of WHOLE hours you want to transfer to Sabbatical in the **SABBATICAL HRS** field; based on your eligible hours. If you do not want to transfer hours to Sabbatical, leave this field blank.

*Absence Name: Sabbatical Election

*Start Date: 12/17/2022

Eligible Sabbatical Hours: 120.000000

Eligible Cash Hours: 40.000000

Forecast Balance

SABBATICAL HRS - whole hrs only: 80.00

CASH PAY HRS - whole hrs only

4. If you are eligible for Cash Hours, enter the total number of WHOLE hours you want to receive as cash pay in the **CASH PAY HRS** field; based on your eligible hours. If you do not want to receive cash pay, leave this field blank.

*Absence Name: Sabbatical Election

*Start Date: 12/17/2022

Eligible Sabbatical Hours: 120.000000

Eligible Cash Hours: 40.000000

Forecast Balance

SABBATICAL HRS - whole hrs only: 80.00

CASH PAY HRS - whole hrs only: 40.00



- Click **Forecast Balance**. If successful, click **OK** in the message. Click **Submit** in the upper right corner of screen.

Eligible Sabbatical Hours 120.000000	
Eligible Cash Hours 40.000000	
<div>Forecast Balance View Forecast Details</div>	
Additional Information	
SABBATICAL HRS - whole hrs only	80.000000
CASH PAY HRS - whole hrs only	40.000000
<p>Your election request has been forecasted successfully. You may submit your request by clicking on the SUBMIT button in the upper right corner.</p> <p>NOTE: If your Vacation balance decreases prior to this being processed, your election will be processed up to the amount present in your Vacation balance at that time. The CASH PAY HOURS will take priority over SABBATICAL HOURS. Date Time: October 06, 2022 at 09:51</p> <div>OK</div>	

- Confirm you want to Submit – Click **Yes**

Are you sure you want to Submit this Absence Request?

Yes No

- If successful - Status should be Approved.

Eligible Sabbatical Hours 120.000000	
Eligible Cash Hours 40.000000	
Status Approved	
SABBATICAL HRS - whole hrs only	80.000000
CASH PAY HRS - whole hrs only	40.000000
Comments	



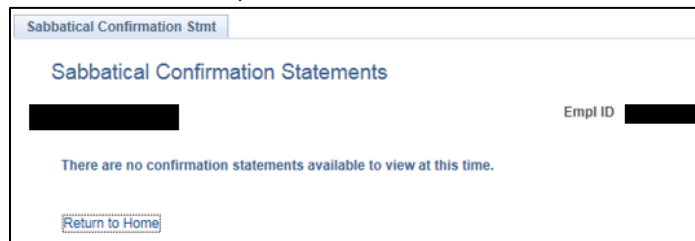
REVIEWING CONFIRMATION STATEMENT(S)

NOTE: You will not receive an email notification regarding your Sabbatical Confirmation Statement. As soon as you submit your election, your confirmation statement will be generated and viewable to you in ESS. If you want a copy for your records you will need to print from this screen.

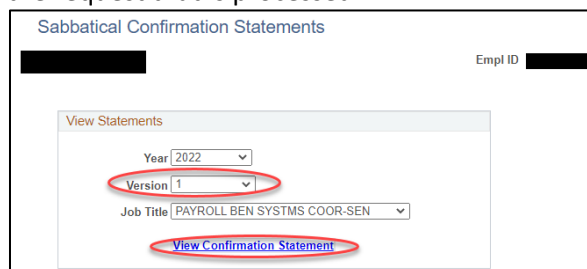
- To view your confirmation statement, click on “Sabbatical Confirmation Statmt” tile.



- If an election does not exist, there will not be a confirmation statement to view.



- Once your election has been submitted successfully, the statement will be available for viewing.
 - If you make a change to your election, to view previous versions, click on the dropdown arrow on the Version field and select the prior version. The most current version (highest number) is the request that is processed.



- Click “View Confirmation Statement” link; confirmation statement will open in a new window.

CONFIRMATION OF 2022 SABBATICAL ELECTION

Employee ID: [REDACTED] Effective Date: 12/17/2022
Version: 1 Entered By: [REDACTED]

This notice is confirmation of the election you made during the Sabbatical Cash Pay election period. Please review this confirmation statement carefully. It is your responsibility to report any errors to your Payroll Office by Friday, December 10, 2021. If the election is accurate, no action is required. Your election will be reflected on your December 30, 2021 paycheck.

Sabbatical / Cash Pay Election for 2022

Empl Rec	Job Title	Department	Sabbatical Election	Cash Pay Election
0	PAYROLL BEN SYSTMS COOR-SEN	Central Payroll	80.000000	40.000000

Note:

- This document reflects your Sabbatical / Cash Pay election on this version. Any changes submitted after this notice are NOT reflected in this document. If a newer version exists, this statement is void.
- The hours you have elected above were based on your available Vacation balance at the time you made your election. Any changes to your Vacation balance may reduce this amount at time of processing.

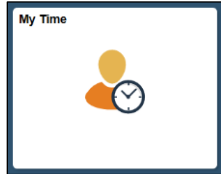
Cash payments are not reported as retirement earnings and may be taxed federally up to 22%.



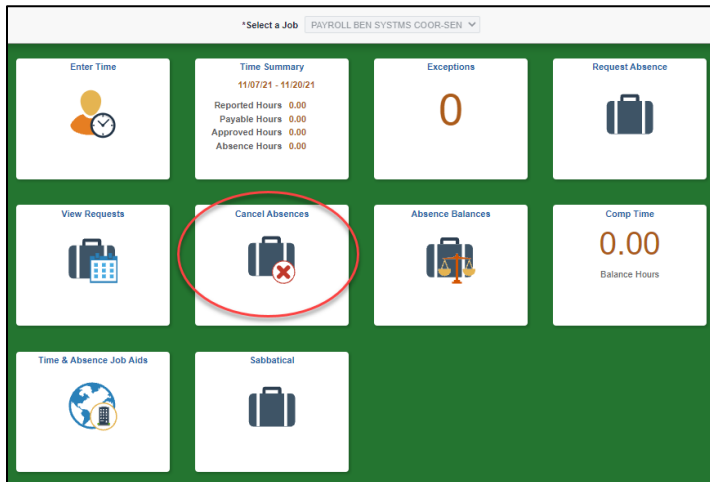
CHANGING AN ELECTION

You may cancel your election and make a new election through Employee Self Service (ESS).

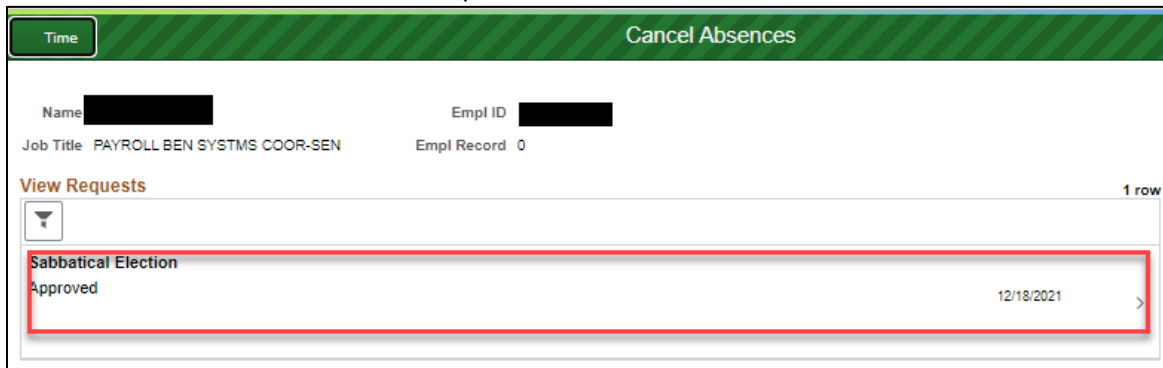
1. Navigate to ess.wi.gov and click on the “My Time” tile on your ESS home screen.



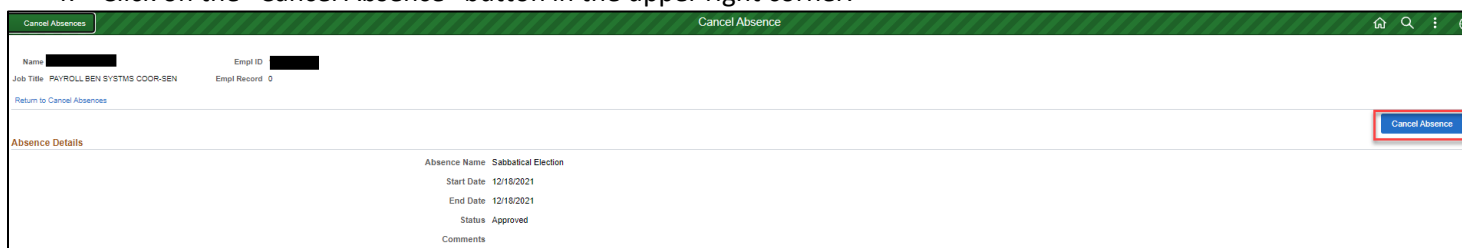
2. Click on the “Cancel Absences” tile:



3. Click on the Sabbatical Election request.



4. Click on the “Cancel Absence” button in the upper right corner.





5. Confirm you want to Cancel – Click **Yes**

Are you sure you want to Cancel this Absence Request?

6. If successful - Status should be Cancelled

Cancel Absences
Cancel Absence

Name [REDACTED]

Empl ID [REDACTED]

Job Title PAYROLL BEN SYSTMS COOR-SEN

Empl Record 0

[Return to Cancel Absences](#)

Absence Details

Absence Name Sabbatical Election

Start Date 12/18/2021

End Date 12/18/2021

Status **Cancelled**

Comments

7. Once the election has been Cancelled, you can make a new election by completing all the steps outlined in the **ENTERING AN ELECTION** section above.

NOTE: If a new election is not submitted by the December 7, 2022, deadline, nothing will be processed.



MULTIPLE JOBS

If you have two eligible positions, **on the Sabbatical Eligibility tab** you will see two Empl Records displayed. The Empl Record with the lower number will display your full Eligible Sabbatical Hours and the second Empl Record will display zero hours.

Empl ID [REDACTED]

Eligibility Details						
	Empl Record	Job Code Description	Department	As Of	Vacation Balance	
1	0	PSYCHIATRIST	TRAC 2 Trtmt Rehab Assess Care	09/24/2022	67.967541	Eligible Sabbatical Hours: 48.000000 Eligible Cash Hours: 40.000000
2	1	PSYCHIATRIST	276 Medical Services	09/24/2022	47.967541	Eligible Sabbatical Hours: 0.000000 Eligible Cash Hours: 0.000000

* Deadline to submit your Election is Wednesday, December 7, 2022.

On the Sabbatical Election Entry tab, make sure the correct Empl Record is selected. You switch between Empl Records by select the correct title from the Job Title Field.

Sabbatical Election Entry

Sabbatical Request Absence

Name [REDACTED] Empl ID [REDACTED]
Job Title Psychiatrist Empl Record 0

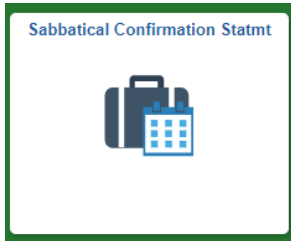
*Job Title PSYCHIATRIST ([REDACTED])
*Absence Name Select Absence Name

Job Title PSYCHIATRIST ([REDACTED])
*Absence Name PSYCHIATRIST ([REDACTED])

Follow the instructions above for Entering an Election.



On the Confirmation Statements tab, you only receive the option to view the Confirmation Statement for the Empl Rcd the entry was made in.

A screenshot of a web application interface titled "Sabbatical Confirmation Statements". The interface includes a header bar with the title and a sub-header "Sabbatical Confirmation Statmt". Below the header, there is a section for "Sabbatical Confirmation Statements" with a redacted "Empl ID". A "View Statements" section contains a "Year" dropdown set to "2021", a "Version" dropdown set to "1", and a "Job Title" dropdown set to "PSYCHIATRIST". A red oval highlights the "Job Title" dropdown menu, which shows a list of options including "PSYCHIATRIST".